

VEHICLE PAYMENT CHECKLIST

(Extended Purchase)

Nonurban and Urban Agencies (When Federal funds are administered by MDOT)

- ☐ Enter new bus(s) in PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- ☐ Confirm this type of bus is included in the Vehicle Maintenance Plan. If it isn't in the plan, update the plan and send to your Project Manager for approval.
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, State Vehicle Purchasing Program contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of original signed New Vehicle Order Form from the vehicle order packet
- ☐ Copy of itemized vendor invoice (separate State Vehicle Purchasing Program options from added options not included in State Vehicle Purchasing Program specifications)
- ☐ If applicable, Kelly Blue Book "price with options list", from <http://www.kbb.com>, that shows equipment options and invoice price(s)
- ☐ Vendor's Vehicle Acceptance Form (vendor's form that acknowledges the transit agency's receipt and acceptance of the bus(s)).
- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or actual vehicle title naming MDOT as first-secured party
- ☐ Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2. Completed Inspection Write Up
- ☐ Pre-delivery Audit checklists (A-1 through A-6)
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-7 through A-12, including Post-delivery FMVSS Certification) if over \$150,000
- ☐ Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website: http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf
- ☐ Appendices (**NOTE:** latest version – http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-250388--,00.html)
 - Buses – A and N.
 - Paint, Lettering, Radios, etc...
 - Micro purchases (less than \$3,000) – D only

- Small purchases (more than \$3,000) – written specifications, A, B, E, F, G & H
- Further instructions and forms can be found under the pull down menu for “Procurements” website: http://www.michigan.gov/mdot/0,1607,7-151-9625_21607---,00.html

VEHICLE PAYMENT CHECKLIST (Extended Purchase)

Urban Agencies (When direct recipient of Federal funds)

- ☐ Enter new bus in your vehicle inventory on PTMS (complete all fields on both “Characteristics” and “Financial” pages)
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, State Vehicle Purchasing Program contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of vendor’s detailed invoice.
- ☐ Copy of original signed New Vehicle Order Form from the vehicle order packet.
- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)
- ☐ Complete “Vehicle Purchase Specification Certification” form found under “Procurement Guidelines” website: http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-7 - A-12) if over \$100,000

VEHICLE PAYMENT CHECKLIST (Local Purchase)

Nonurban and Urban Agencies

- ☐ Enter new bus in your vehicle inventory on PTMS (complete all fields on both “Characteristics” and “Financial” pages)
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of vendor’s detailed invoice

- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)
- ☐ Copy of the cover page from Altoona Test for vehicle(s) being purchased
- ☐ Complete Buy America Pre-delivery audit checklist (A-1 – A-6)
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-7 – A-12 including Post-delivery FMVSS Certification) if over \$150,000
- ☐ Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website: http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf
- ☐ Vendor's Vehicle Acceptance Form (vendor's form that acknowledges the transit agency's receipt and acceptance of the bus(s)).
- ☐ Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2.Completed Inspection Write Up